

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Public Health Nurse

JOB CLASSIFICATION Public Health Nurse

DOT TITLE Nurse, Staff, Community Health

DOT NUMBER 075.124-014

DEPARTMENT Public Health, Seattle-King County

DIVISION Community Health Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 18

CONTACT'S NAME & TITLE Cathy Fritz, Personal Health Services Supervisor

CONTACT'S PHONE 206-205-5964

ADDRESS OF WORKSITE

2124 4th Avenue, Suite 400
Seattle, WA 98121

VRC NAME Kyle Pletz

DATE COMPLETED 6/23/03

VRC NAME Jeff Casem

DATE REVISED 07/15/08

WORK HOURS

8:00am-5:00pm, Monday through Friday, 40 hours per week. This is a flexible schedule position with occasional evenings or Saturdays to meet program and community needs, and schedules may be adjusted to fit staffing needs.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Required occasionally to provide trainings.

JOB DESCRIPTION

The Public Health Nurse (PHN) functions as a member of an interdisciplinary, interagency team, working with licensed childcare and other early learning providers. The PHN performs complex childcare/early learning health and safety assessments to promote compliance with WACS and other regulations; and to promote best practice in the childcare/early learning environment. The PHN may also perform individual child assessments to identify and refer to needed early intervention services such as medical, dental, social/emotional, and nutrition. The PHN refers and consults with health department staff and other community agencies. The position works in the field providing onsite visits, assessment, consultation and training for licensed childcare/early learning providers and children from diverse social, economic and cultural backgrounds.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.

4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Current Washington state Registered Nurse license and BSN from a National League of Nursing accredited program or its equivalent. Knowledge of public health nursing principles and processes; human systems; personal safety techniques and principles; health care system structure and function; infectious disease management; control and safety standards; and basic computer use including e-mail and Microsoft Word. Must have skill in performing comprehensive nursing assessments; successfully engaging clients; effective time management; medical record documentation; problem solving; and case management. Must have the ability to work in community settings without on-site supervision. Some evening and Saturday hours may be necessary. Must have the ability to communicate effectively with childcare/early learning providers, families and with other health and human services staff to develop and maintain therapeutic relationships. Must have the ability to work with culturally and socio-economically diverse populations. This position requires a strong working knowledge of Maternal and Child Health. The ability to triage a large caseload, and effectively manage one's time is critical. The ability to communicate effectively with an interagency and interdisciplinary team is also critical. A Washington state driver's license or the ability to travel to work locations with limited or no public transportation services is required. Employment is contingent upon successful completion of a pre-employment physical examination and a thorough background investigation.

ESSENTIAL FUNCTIONS

1. Conducts regular onsite and telephone consultation on health and safety practices for licensed childcare/early learning programs per contract/agreement, or as requested.
2. Conducts trainings for the childcare/early learning providers on various health and safety topics.
3. Responds to communicable disease outbreaks in the childcare setting in cooperation with the CD/Epi department.
4. Conducts individual child health screening as requested or per contract, and refers to other health providers as appropriate.
5. Assists childcare/early learning provider with development and implementation of individual health plans for children with special needs in the childcare/early learning program. Evaluates effectiveness of the health plan.
6. Provides case management services including care coordination, advocacy, referral and follow-up.
7. Provides training, orientation and education to staff, clients, students and the community.
8. Participates in quality assurance activities to meet laws, regulations, policies and procedures.
9. Provides expertise regarding public health nursing scope, practice and policy at many levels.
10. Participates in the collection and analysis of data to identify populations at risk; participates in research and improvement of health care delivery.

11. Participates in the development and evaluation of childcare program practices, policies, procedures, service delivery models, personal health services programs, community health planning and safety and security measures.
12. Provides leadership and/or participates in a variety of committees to promote various
13. programs and parent-child health-related issues to the health department, community and
14. state.
15. Provides nursing consultation and acts as a technical resource to Public Health Nurses,
16. Childcare program Nutritionists and Child Psychologist, Personal Health Services Supervisor,
17. local and regional health department administration, City of Seattle and King County
18. government, community and state.
19. Participates with the community to address health issues and develop health programs.

NON-ESSENTIAL FUNCTIONS

1. Cleans County vehicle, including, washing windows and vacuuming.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves, face masks, disposable shoe covers.

OTHER TOOLS & EQUIPMENT USED

Computer, copy machine, fax machine, telephone, County vehicle with an automatic transmission, cell phone, pen/pencil, thermometer, vacuum, scale, tape measure, paper, flip charts and colored marking pens, clothing, toys, vision and hearing screening equipment, diapers, first aid kit materials, and educational videos/DVDs.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Standing

Health Care Provider initials if restricted_____
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Occasionally on cement, linoleum, wood, dirt, gravel, carpet and uneven surfaces for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while using the copy machine, waiting for doors to be opened by clients and waiting for jail security doors to be opened.

Walking

Health Care Provider initials if restricted_____

Frequently on cement, linoleum, wood, dirt, gravel, carpet and uneven surfaces for distances of up to ¼ mile for up to 5 minutes at a time and up to 2 hours total in a work shift. Most commonly occurs while walking to and from client residences and meetings.

Sitting

Health Care Provider initials if restricted_____

Continuously on an office chair, the floor or an automobile seat for up to 2 hours at a time for up to 8 hours total in a work shift. Most commonly occurs while reviewing and revising patient charts, performing computer duties, interviewing clients, performing newborn examinations, attending meetings and driving a County vehicle with an automatic transmission.

Climbing stairs

Health Care Provider initials if restricted_____

Occasionally for up to 3 minutes at a time while climbing up to 3 flights for up to 15 minutes total in a work shift. Most commonly occurs while walking to and from client residences, which may be on the third story.

Bending neck up

Health Care Provider initials if restricted_____

Occasionally for up to 2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while talking to parents while performing newborn assessments on the floor.

Bending neck down

Health Care Provider initials if restricted_____

Occasionally for up to 15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while charting and performing assessments.

Bending/Stooping

Health Care Provider initials if restricted_____

Occasionally on cement, linoleum, and carpeted surfaces for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while taking the blood pressure of patients, removing supplies and files from low cabinets and shelves, picking up objects off of the floor, removing and placing objects in the trunk of a County vehicle, getting in and out of a County vehicle, inspecting infants, performing newborn examinations and providing breast feeding education.

Kneeling

Health Care Provider initials if restricted_____

Occasionally on cement, linoleum, and carpeted surfaces for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while taking the blood pressure of patients, removing supplies and files from low cabinets and shelves, picking up objects off of the floor, removing and placing objects in the trunk of a County vehicle, getting in and out of a County vehicle, inspecting infants, performing newborn examinations and providing breast feeding education. The employee can alternate kneeling with bending/stooping or crouching in some instances.

Squatting

Health Care Provider initials if restricted_____

Occasionally on cement, linoleum, and carpeted surfaces for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while taking the blood pressure of patients,

removing supplies and files from low cabinets and shelves, picking up objects off of the floor, removing and placing objects in the trunk of a County vehicle, getting in and out of a County vehicle, inspecting infants, performing newborn examinations and providing breast feeding education. The employee can alternate kneeling with bending/stooping or crouching in some instances.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Frequently for up to 2 hour at a time for up to 4 hours total in a work shift while driving a County vehicle with an automatic transmission.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Rare for up to 10 seconds at a time for up to 1 minute total in a work shift while removing and replacing files as well as reaching for medications and supplies on high shelves or in high cabinets.

Reaching at waist to shoulder height

Health Care Provider initials if restricted_____

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while typing, driving a County vehicle, writing, charting, taking blood pressure of patients, opening and closing doors and drawers, performing physical examinations, as well as obtaining medications and supplies.

Reaching at knee to waist height

Health Care Provider initials if restricted_____

Occasionally for up to 15 seconds at a time for up to 15 minutes total in a work shift while removing and replacing files and performing child assessments as well as reaching for objects on low shelves, in low cabinets, on the seat of an automobile or in the truck of a County vehicle.

Reaching at floor to knee height

Health Care Provider initials if restricted_____

Occasionally for up to 2 minutes at a time for up to 20 minutes total in a work shift while manipulating objects on low shelves, in low cabinets, on the floor of County vehicle or on the ground as well as when performing newborn examinations and weighing children.

Lifting 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 1-8 pounds while removing and replacing files and supplies as well as using the assessment tools such as the breast pump, briefcase, clothing bags, scale and blood pressure cuff. The employee also lifts babies weighing 6-20 pounds in order to weigh them. The employee may hold the aforementioned items while waiting for jail security doors to be opened. The employee has the option to set the objects down. The employee can also use a cart to reduce lifting.

Carrying 1-10- pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to ¼ mile for up to 5 minutes at a time and up to 15 minutes total in a work shift. Most commonly occurs with weights of 1-8 pounds while transporting files, breast pumps, nursing bag, clothing bags and blood pressure cuff to client residences. The employee carries some objects up stairs to client residences. A cart can be utilized to reduce carrying.

Lifting 11-20 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 6-15 pounds while lifting multiple items at once such as breast pumps, briefcase, nursing bag, cart, clothing bags, scale and blood pressure cuff. The employee also lifts babies weighing 6-20 pounds in order to weigh them.

Carrying 11-20 pounds

Health Care Provider initials if restricted_____

Occasionally to rare for distances of up to ¼ mile for up to 5 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 15 pounds while transporting files, nursing bag, breast pumps, briefcase, clothing bags, scale and blood pressure cuff to client residences, treatment facilities and jails. The employee carries some objects up stairs to client residences. A luggage cart is available to transport items.

Pushing and Pulling

Health Care Provider initials if restricted_____

Frequently for distances of up to ¼ mile at a time for up to 5 minutes at a time with a force of 10 pounds and up to 1 hour total in a work shift while moving a luggage cart. The employee also pushes and pull when opening and closing doors (jail doors can range from 13-17 pounds of force), drawers and County vehicle doors.

Handling

Health Care Provider initials if restricted_____

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while removing and replacing files and charts, grasping the handle of a luggage cart, using assessment tools, manipulating bags of clothing, physically manipulating patients, fueling a county vehicle, using a blood pressure cuff, driving a county vehicle and performing physical examinations. The employee also cleans the County vehicle once per month which requires washing windows and vacuuming.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while taking blood pressure of patients, operating breast pumps, driving a county vehicle and using the computer mouse.

Fingering

Health Care Provider initials if restricted_____

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift while entering information into computer via keyboard (up to 2-3 hours total), writing (up to 1 hour total) and charting as well as manipulating training materials paperwork. Voice activated software may be utilized to reduce typing.

Feeling

Health Care Provider initials if restricted_____

Occasionally for up to 10 minutes at a time for up to 30 minutes total in a work shift while checking glands, temperature of skin, organs in abdomen and pulse of patients as well as when conducting newborn examinations, performing breast feeding education and inspecting cesarean section scars.

Talking

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 8 hours total in a work shift while conversing with co-workers, superiors and patients as well as when using the telephone and conducting training.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 8 hours total in a work shift while conversing with co-workers, superiors and patients as well as when using the telephone, driving and conducting training.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while performing computer work, examining clients, reviewing medications, modifying chart notes and files, driving a County vehicle and conducting training as well as identifying coloration of skin to identify inflammation, infection, jaundice and oxygen depletion.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while performing assessments in the jails or homes of the general public. The employee commonly meets with persons who have histories of substance abuse.

ENVIRONMENTAL FACTORS

Work is performed in an office setting as well as childcare facilities. Workers are exposed to the general public, potentially contagious or infectious conditions, potentially hostile persons, infestation, unsanitary conditions and bodily fluids. The employee can be exposed to persons under the influence of a controlled substance.

The noise level is

Approximately 40-85 decibels. The noise is caused by crying children, automobiles or a vacuum.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Outside weather: Occasionally

Wet: Occasionally

Humidity/dampness: Rare

Fumes: Occasionally

Odors: Frequently

Dusts: Rare

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

County Vehicle with power steering to reduce grasping and pushing/pulling. Luggage cart to reduce lifting and carrying. Computer credenza to promote proper posture while performing computer work. Ergonomic pen to increase comfort while writing. Voice activated software to reduce fingering when performing TREC (Transportable Electronic Chart). Laptop with docking station to allow for voice activated software to be used in various locations. Workplace software (not compatible with Dragon Naturally Speaking) to monitor keystrokes and ensure for proper micro-pauses and breaks.

KING COUNTY JOB ANALYSIS COMPLETED ON:
JOB TITLE: Public Health Nurse
EMPLOYEE:

DOT #: 075.124-014
CLAIM #

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

KING COUNTY JOB ANALYSIS COMPLETED ON:
JOB TITLE: Public Health Nurse
EMPLOYEE:

DOT #: 075.124-014
CLAIM #

HEALTH CARE PROVIDER SECTION
Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date